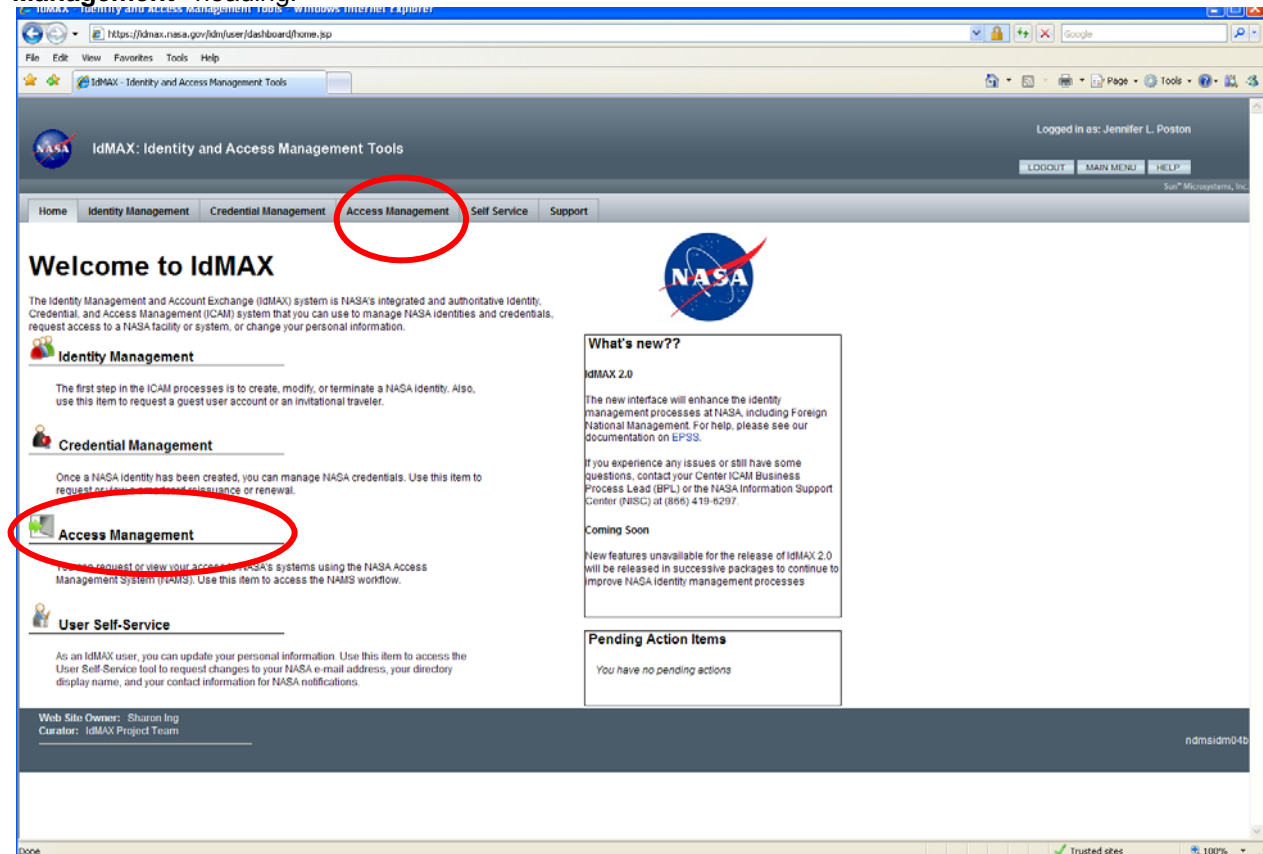
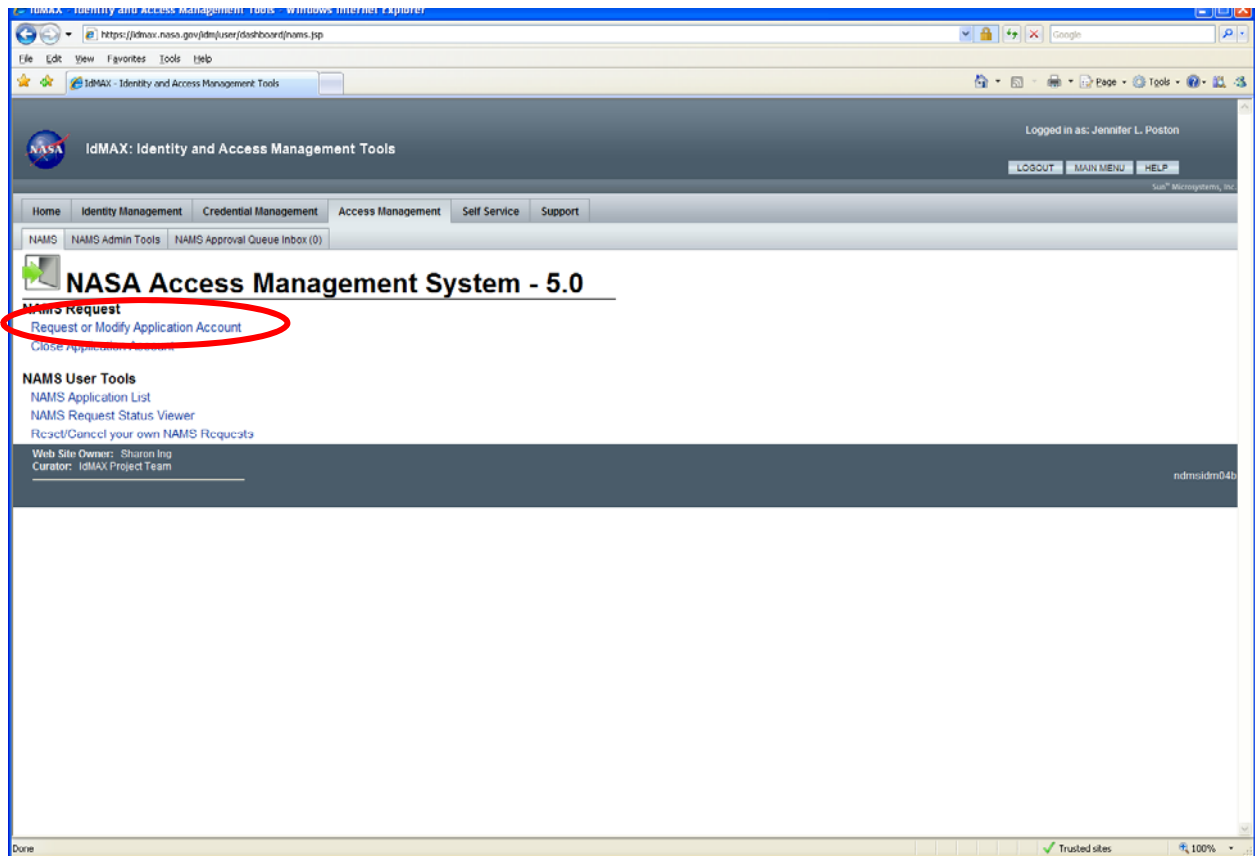


How to Obtain an NDC Active Directory Account / NDC Credentials

STEP 1: Login to IdMAX at <https://idmax.nasa.gov>. If you have never used IdMAX, click on the **"First Time User Button"** to create your NASA User Profile.

STEP 2: Click on the **"Request or Modify Application Account"** link, which appears under the **"Access Management"** heading.





STEP 3: Enter/update the information requested on each of the following tabs:

- **"User" tab:** The User is the person who would use the application or system. You can submit a request for yourself or on behalf of someone else. The User will default to your name. If you are making a request for someone else this information can be reset by searching and selecting a new user.

The screenshot shows the "NAMS Application Request" form. The form is titled "NAMS Application Request" and has tabs for "USER", "REQUESTER", "SPONSOR", and "APPLICATIONS". The "USER" tab is selected. The form contains fields for "This Request is for:" (First Name, Last Name, Center, Level) and "User Information" (User ID, State, Center, Contact Information). There are also sections for "Current Request Information" and "Identity Security Information".

- **"Requester" tab:** The Requester is the person submitting the request in NAMS. This person may have any relationship to the User. The Requester will default to your name.

You can "Select User as Requester" or reset this information by searching and selecting a new user.

NAMS Application Request

Complete the User, Requester, Sponsor, and applications information. Click the following link for instructions: [Instructions](#)

USER | REQUESTER | SPONSOR | APPLICATIONS

Request Made By:

OR

User Information:

First Name: jennifer.l.foster
Last Name: foster
Email: jennifer.foster@agcy.gov
Phone: 301.285.1100
Contact Information: jennifer.foster@agcy.gov

Current Request Information:

User: jennifer.l.foster
Requester: jennifer.l.foster
Sponsor: Arthur C. Foster

Identity Security Information:

IT Security Training Completion Date: 04/12/2010
Employee: US
Employer: AGCY RESEARCH & TECHNOLOGY SOLUTIONS
Type of Employee: Permanent
Security Clearance Status: None
Current Level of Clearance: None

- **"Sponsor" tab:** Select your Sponsor. This will typically be your supervisor or manager (the reviewing official-of-record for your Performance Plan and/or your Web-Based Time and Attendance System approver). NAMS will default this field to the Sponsor specified for your previous NAMS request, but can be changed as needed. You cannot be your own sponsor.

NAMS Application Request

Complete the User, Requester, Sponsor, and applications information. Click the following link for instructions: [Instructions](#)

USER | REQUESTER | SPONSOR | APPLICATIONS

User's Sponsor:

OR

Sponsor Information:

First Name: arthur.c.foster
Last Name: foster
Email: arthur.foster@agcy.gov
Phone: 301.285.1100
Contact Information: arthur.foster@agcy.gov

Current Request Information:

User: jennifer.l.foster
Requester: jennifer.l.foster
Sponsor: Arthur C. Foster

Identity Security Information:

IT Security Training Completion Date: 04/12/2010
Employee: US
Employer: AGCY RESEARCH & TECHNOLOGY SOLUTIONS
Type of Employee: Permanent
Security Clearance Status: None
Current Level of Clearance: None

- **"Applications" tab:** Enter the key word or acronym of the IT resource for which you are requesting access for your AGCY0012 Basic Active Directory Account

NAMS Application Request

Complete the User, Requester, Sponsor, and applications information. Click the following link for instructions: [Instructions](#)

USER | REQUESTER | SPONSOR | APPLICATIONS

Find Your Application:

Keyword: AGCY0012 Basic Active Directory Account

Assigned Application(s):

Application Resource Name: AGCY0012 Basic Active Directory Account

- On the Applications tab enter the Keyword: AGCY0012 Basic Active Directory Account
- In the Application Found area you will find AGCY0012 Basic Active Directory Account

- Choose Add to Request and click continue at the bottom of the page

STEP 4: Click on the **"Continue"** button at the bottom of your screen.

STEP 5: Review the Application Request Attributes and complete **"Request Detail"** fields.

- Validate that the correct User, Requester and Sponsor have been selected.
- Select the correct level of **"Urgency"** from the available options: "normal", "priority", and "emergency". Unless you have an unusual situation and need immediate access to an application, you should select "normal". Typical processing times can vary between 1-7 days.
- It is essential that you provide a **"Business Justification"** for your request outlining the function you are performing that requires access, your role, and any special access and/or privileges you require.
- Unique features of some applications will result in additional fields that will need to be entered (e.g., user roles, contract numbers).

***HELPFUL HINT:** The Account Expiration date defaults to one year from the request date. You can shorten the duration but any duration set to more than one year will result in an error message.*

STEP 6: Click the **"Submit"** button.

STEP 7: Review the data you have entered. Then click the **"Submit Request"** button, to send the request to your Sponsor for review.

***HELPFUL HINT:** Use the NAMS Request Status Viewer to track the progress of your requests.*

FOR MORE INFORMATION: NAMS training modules are available in SATERN. Visit <https://www.saturn.nasa.gov> and enter keyword NAMS.

FOR HELP: Contact the Agency Help Desk at 866-419-6297.